RAMP
REGIONAL ALLIANCE MARKETPLACE FOR PROCUREMENT

Company Compliance Documents

Submitting Company Compliance Documents on RAMP

February 2024

Please note: These instructions are NOT applicable to Bidders/Proposers responding to contracting opportunities advertised by the Los Angeles World Airports, the Port of Los Angeles, and the Department of Water & Power.

All companies registering on RAMP may complete compliance documents in advance, or at the time of responding to a contracting opportunity. All forms are to be completed and submitted on RAMP "Company Compliance Documents" section. Each form is only valid for a specified amount of time. Please refer to instructions online for more details.

The submitted forms will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer/Bidder selected for contract award. Upon BCA verification, the Awarding Authority may proceed with the contracting process. If in the process of verifying the submitted forms, BCA finds that the form(s) are incomplete, the awarding department shall be notified and your company will be required to re-submit or edit the form(s). The re-submitting or editing of form(s) will not trigger a new renewal date. The renewal date shall remain as the first time the form(s) were submitted.

As of 07/01/2016, the Affirmative Action (AA) and Non-discrimination/Equal Employment Practices Provisions (ND-EEP) Compliance affidavits will no longer be required, as compliance with these provisions will be included in the contract language. For more information on the AA/ND-EEP provisions, please visit BCA: https://bca.lacity.org/affirmative-action-aa

Equal Benefits Ordinance (EBO)

By completing the Equal Benefits Ordinance/First Source Hiring Compliance Affidavit, your company is certifying compliance with the requirements of said ordinance. If selected as a successful Bidder/Proposer, your EBO Compliance Affidavit will be verified for completeness by the Office of Contract Compliance prior to contract award. A company wishing to seek a waiver of the EBO provisions must submit the EBO Waiver

Application with the bid or proposal. The EBO Waiver Application shall be forwarded to OCC for processing. OCC shall notify the awarding department of the determination resulting from the waiver request. Should your company be approved for temporary compliance, your company will be required to demonstrate compliance.

First Source Hiring Ordinance (FSHO)

Prime contractors who are awarded a contract that is subject to the requirements of the First Source Hiring Ordinance must submit the EBO/FSHO Compliance Affidavit. Unless otherwise exempt, the FSHO applies to service contracts over $25,000 and 3 months, and some loan or grant recipients. Awarding departments may seek exemption by submitting a completed FSHO-X Form to the Office of Contract Compliance prior to contract execution.

Slavery Disclosure Ordinance (SDO) and Disclosure of Border Wall Contracting Ordinance (DBWCO)

By completing the online Disclosure Ordinances Affidavit, your company will have satisfied the reporting requirement of the Slavery Disclosure Ordinance and Disclosure of Border Wall Contracting Ordinance. A company wishing to seek an exemption for SDOprovisions must submit the SDO Exemption Form with the bid or proposal. The SDO Exemption Form shall be forwarded to OCC for processing. OCC shall notify the awarding department of the determination resulting from the waiver request.

For the DBWCO exemptions please visit:
https://bca.lacity.org/Disclosure-of-Border-Wall-Contracting-Ordinance for a list of exemptions.

California Iran Contracting Act of 2010

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at $1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010

Compliance Affidavit". You cannot upload this form online or submit it on RAMP. The completed form must be submitted directly to the awarding department.

IMPORTANT NOTICE:

Currently, all other forms pertaining to the Living Wage Ordinance and the Contractor Responsibility Ordinance shall be submitted with each bid/proposal.

For more information:
https://bca.lacity.org/equal-employment-opportunity-enforcement

For questions about Compliance Documents, contact bca.eeoe@lacity.org

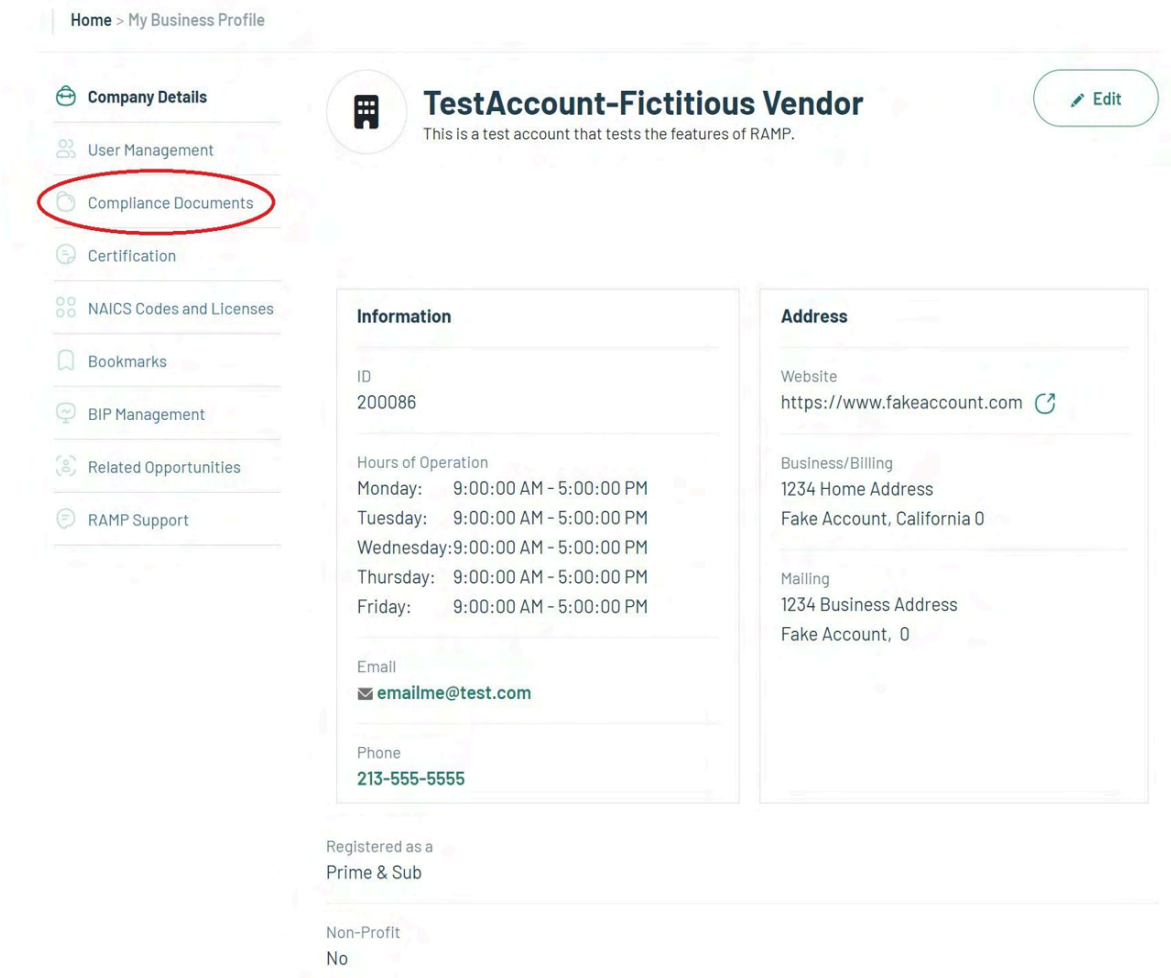
For questions about uploading Compliance Documents on RAMP, please reach out to RAMP Support by submitting a SNow web form:
http://snow.lacity.org/rampla

INSTRUCTIONS

Step 1: Log into RAMP

1. Your company administrator must log in. Only your company administrator has the authority to upload company compliance documents

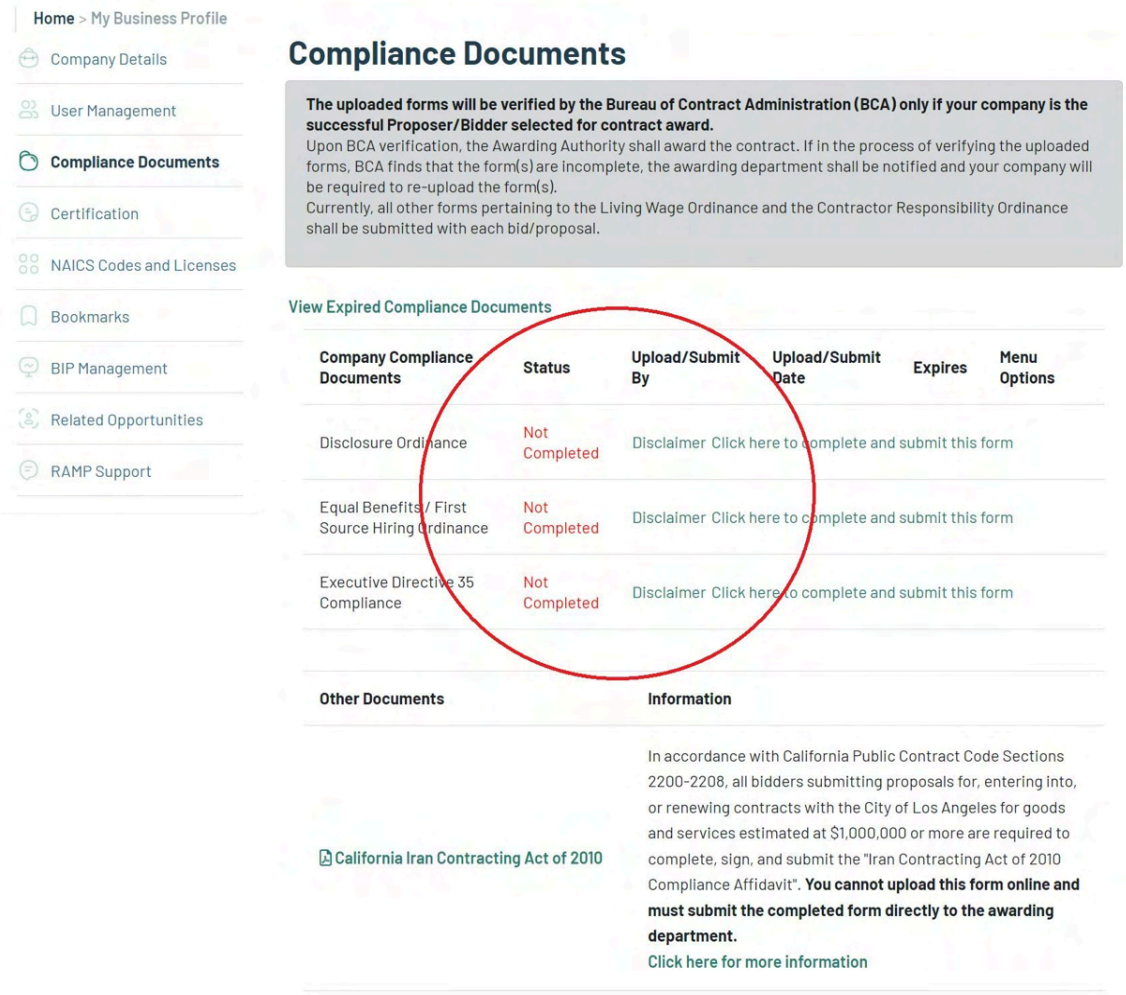
2. On your My Business Profile page, click on the Compliance Documents link:



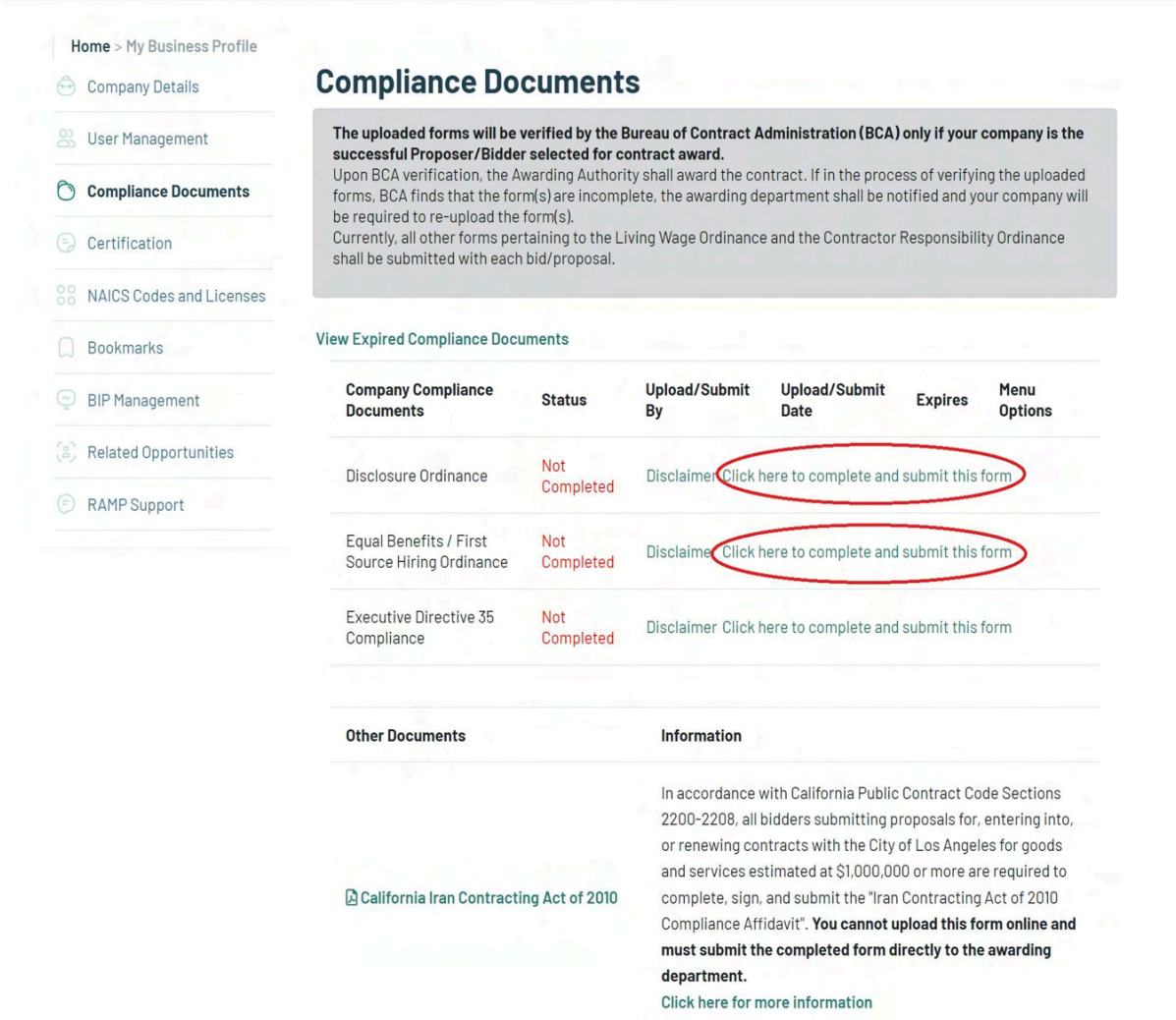
Step 2: Review the Document Disclaimers

1. Read the Company Compliance Documents Disclaimers. The Disclosure Ordinances Affidavit combines the Slavery Disclosure Ordinance and the Disclosure of Border Wall Contracting Ordinance. The Equal Benefits Ordinance and First Source Hiring Ordinance have also been combined into one affidavit.

   Note: Disclosure Ordinance does not expire

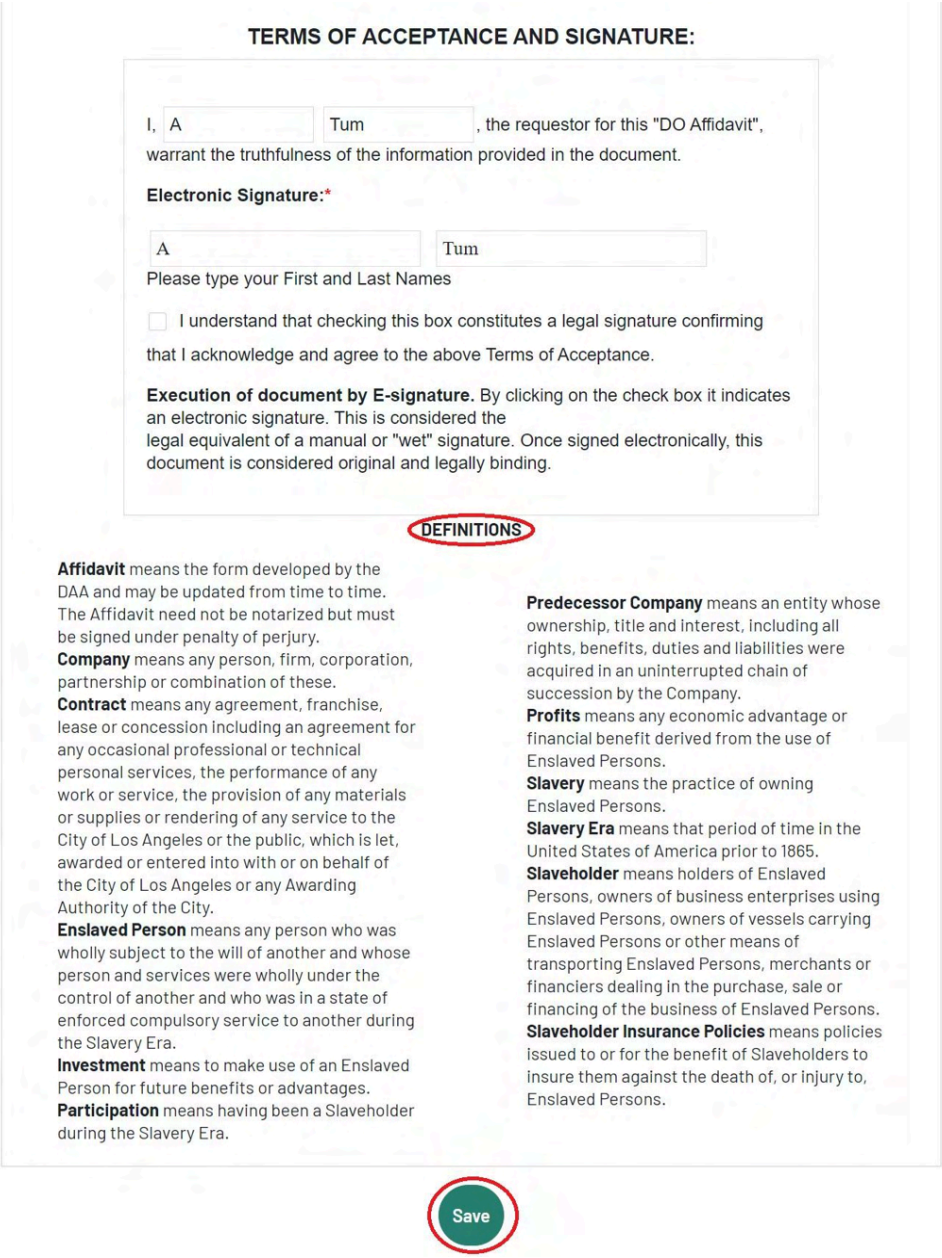


2. Click on the "Click here to complete and submit the forms" link next to the form you would like to submit.



Step 3: Complete and submit Company Compliance Document(s) online.

1. Fill out the form and Submit the Disclosure Ordinances



TERMS OF ACCEPTANCE AND SIGNATURE:

I, A Tum, the requestor for this "DO Affidavit", warrant the truthfulness of the information provided in the document.

Electronic Signature:*

A Tum

Please type your First and Last Names

☐ I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

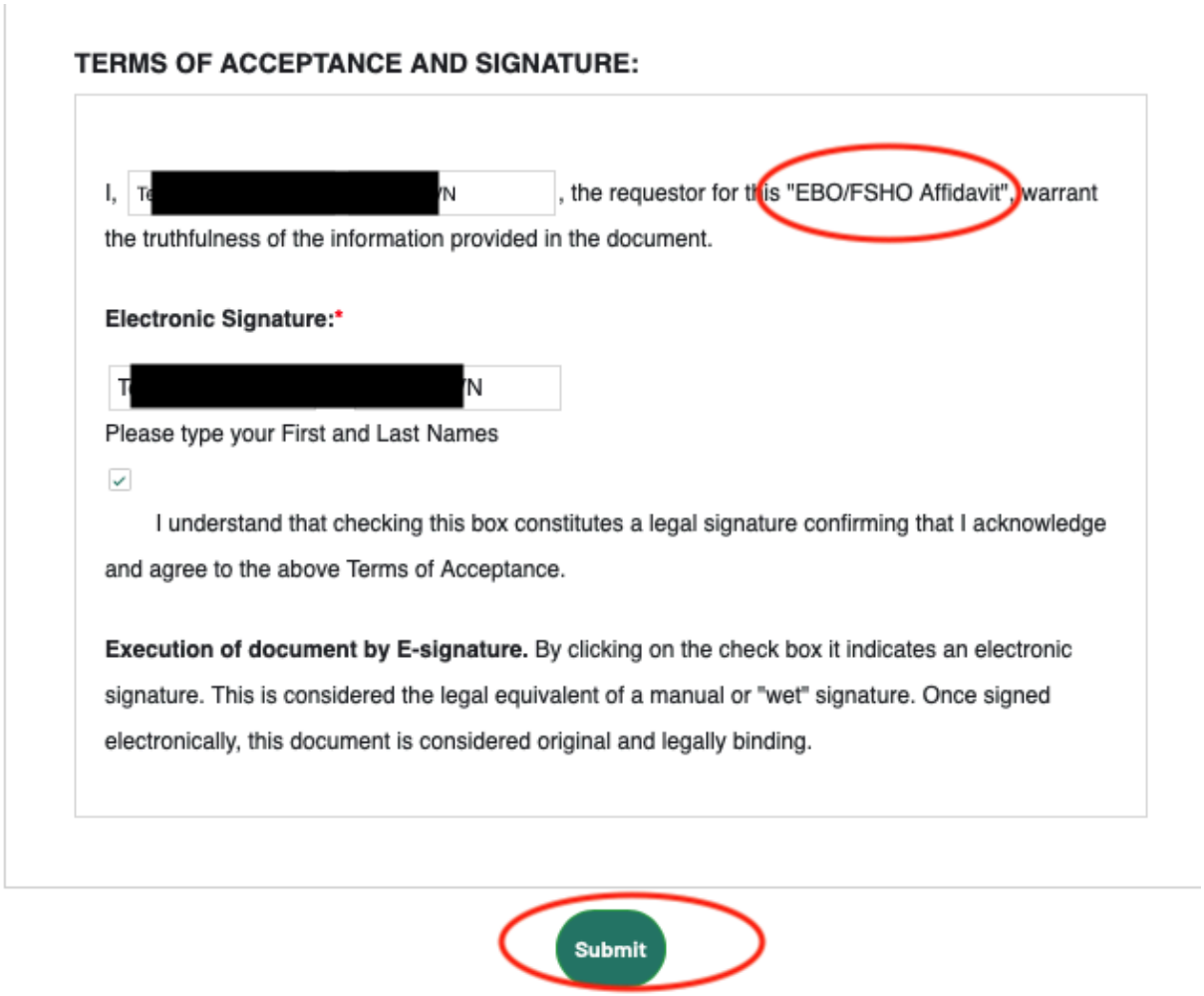
Execution of document by E-signature. By clicking on the check box it indicates an electronic signature. This is considered the legal equivalent of a manual or "wet" signature. Once signed electronically, this document is considered original and legally binding.

DEFINITIONS

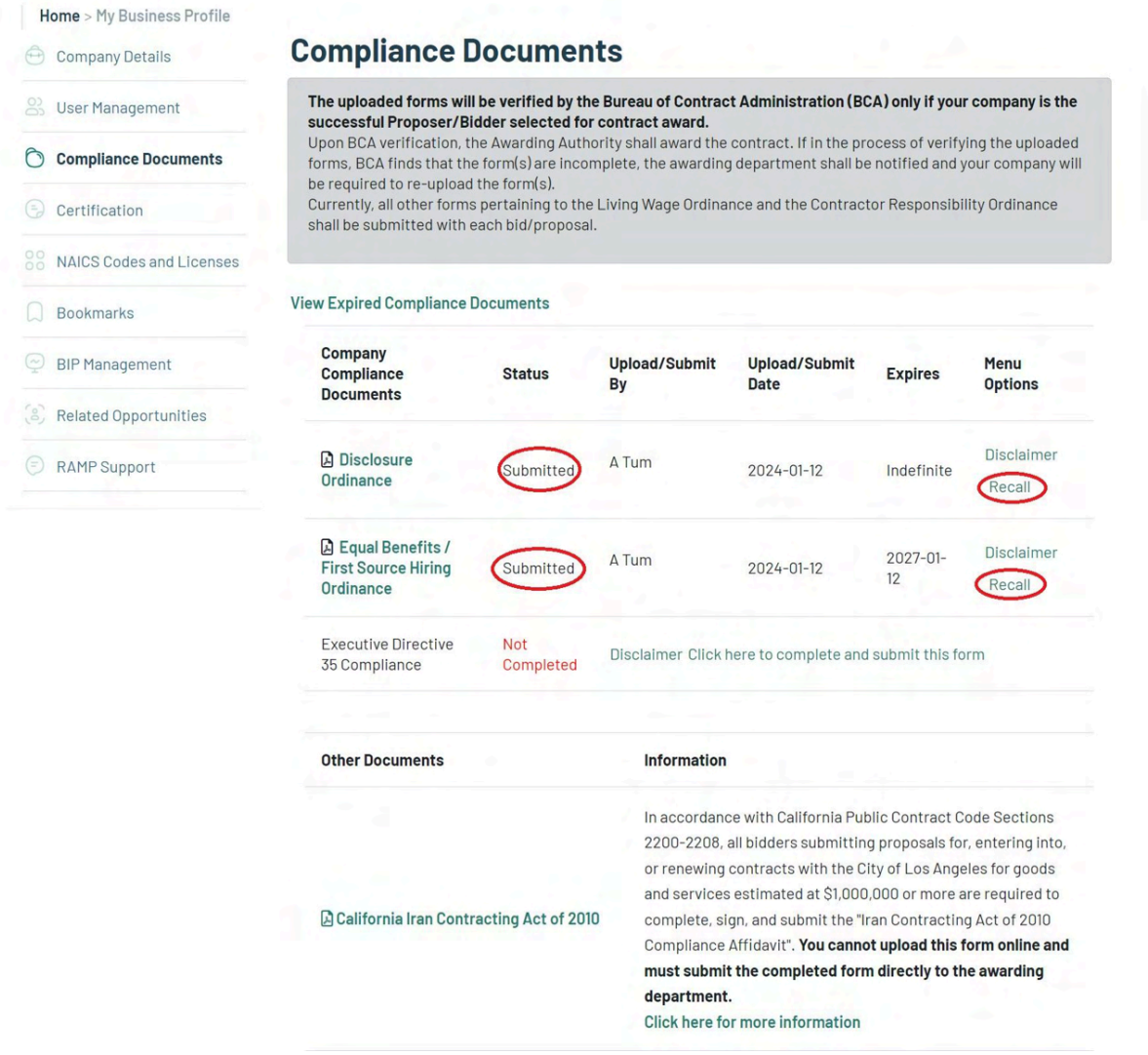
Affidavit means the form developed by the DAA and may be updated from time to time. The Affidavit need not be notarized but must be signed under penalty of perjury.
Company means any person, firm, corporation, partnership or combination of these.
Contract means any agreement, franchise, lease or concession including an agreement for any occasional professional or technical personal services, the performance of any work or service, the provision of any materials or supplies or rendering of any service to the City of Los Angeles or the public, which is let, awarded or entered into with or on behalf of the City of Los Angeles or any Awarding Authority of the City.
Enslaved Person means any person who was wholly subject to the will of another and whose person and services were wholly under the control of another and who was in a state of enforced compulsory service to another during the Slavery Era.
Investment means to make use of an Enslaved Person for future benefits or advantages.
Participation means having been a Slaveholder during the Slavery Era.
Predecessor Company means an entity whose ownership, title and interest, including all rights, benefits, duties and liabilities were acquired in an uninterrupted chain of succession by the Company.
Profits means any economic advantage or financial benefit derived from the use of Enslaved Persons.
Slavery means the practice of owning Enslaved Persons.
Slavery Era means that period of time in the United States of America prior to 1865.
Slaveholder means holders of Enslaved Persons, owners of business enterprises using Enslaved Persons, owners of vessels carrying Enslaved Persons or other means of transporting Enslaved Persons, merchants or financiers dealing in the purchase, sale or financing of the business of Enslaved Persons.
Slaveholder Insurance Policies means policies issued to or for the benefit of Slaveholders to insure them against the death of, or injury to, Enslaved Persons.

Save

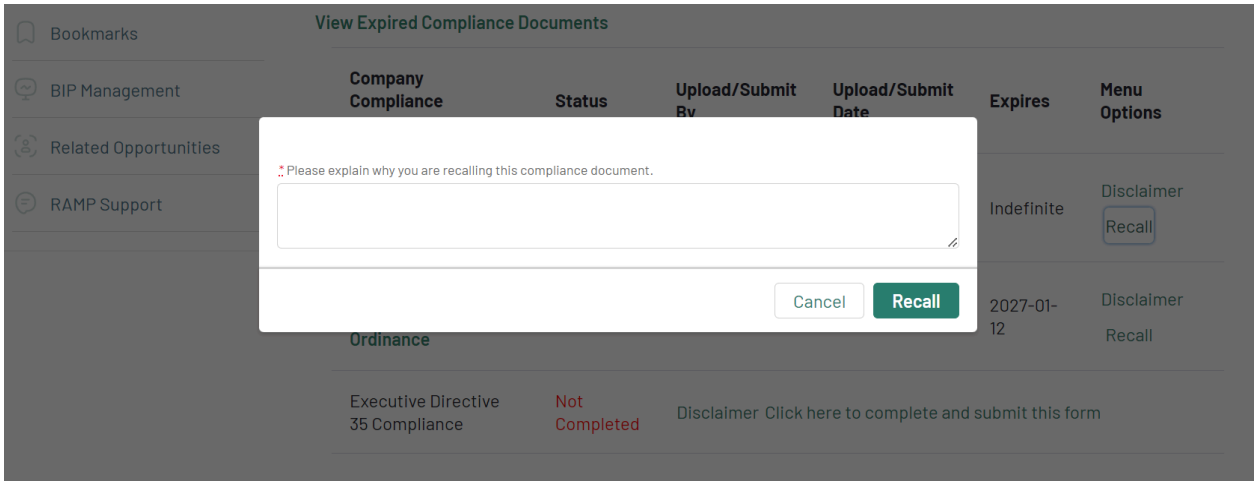
EBO/FSHO


TERMS OF ACCEPTANCE AND SIGNATURE:
I, [redacted], the requestor for this "EBO/FSHO Affidavit", warrant the truthfulness of the information provided in the document.
Electronic Signature:*
[redacted]
Please type your First and Last Names
I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.
Execution of document by E-signature. By clicking on the check box it indicates an electronic signature. This is considered the legal equivalent of a manual or "wet" signature. Once signed electronically, this document is considered original and legally binding.
Submit

2. The Status now shows “Submitted.” You may wish to “Recall” the submitted document(s) by clicking on the respective link.



Recall button: you may click on"Recall"to edit or resubmit your Compliance docs, however you will have to enter an explanation for the recall.



Note: for Compliance documents that were imported from the old BAVN system with a creation date of 4/25/21, RAMP staff will have to set them to "Expired" so that you can submit a new one. Please reach out to RAMP Support by submitting a SNow web form: http://snow.lacity.org/rampla

3. Follow the same process to submit the rest of the Compliance Documents. For RAMP technical questions or concerns, please reach out to RAMP Support by submitting a SNow web form: http://snow.lacity.org/rampla

Step 4: Downloading the "California Iran Contracting Act of 2010" form

You cannot upload California Iran Contracting Act of 2010 form online or submit it on RAMP. The completed form must be submitted directly to the awarding department.

Click "Click here for more information" on RAMP to access and download the form that is to be submitted directly to the awarding department.

